

Lab#: \_\_\_\_\_

Chemist: \_\_\_\_\_

Items	Description	Checked
1	Are all documentation for comprehensive review present?	
2	Are all the appropriate areas of the drug receipt filled in?	
3	Does the drug receipt reflect the actual evidence (or is discrepancy noted)?	
4	Were the daily negative controls performed?	
5	Were the balances used for analysis documented?	
6	Were the daily balance check performed?	
7	Are all of the notes legible, organized and easy to understand?	
8	Do the notes contain a complete and accurate description of the evidence?	
9	Do the notes correspond to the actual testing performed?	
10	Are all the testing documents included with the file?	
11	Are the weights reported appropriately and are the proper units noted?	
12	Was the correct choice of sampling technique used?	
13	Has the reviewer checked the weight calculations, if applicable?	
14	Do the preliminary testing criteria meet the lab policy?	
15	Have the appropriate standards and negative controls been run and does the testing agree with the certified reference standard, if confirmed?	
16	Has the control card been filled out accurately and completely?	
17	Are the reported conclusions scientifically supported by the included data?	
18	Is the certificate correct? Do the data, drug analysis form, drug receipt and certificate agree?	
19	Is the certificate signed and dated appropriately?	
20	Is the re-packaging of the evidence according to the policy of the lab?	
21	Do the control card, certificate and evidence agree?	

Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_